Department of Veterans Affairs

GUIDE FOR ORIENTATION OF NEW EMPLOYEES

INSTRUCTIONS

This form is for use in orienting new VA employees. It covers the first two phases of the orientation process, viz: (I) at the employee is inducted, and (II) at the time of report to the work site. Phase III (Group Orientation) ordinarily should not be given sooner than 3 or even 6 weeks after appointment. These checklists are not intended to be all-inclusive, but to serve as a convenient reminder of the important matters that should be covered. Those items not applicable

or appropriate to your type of station need not to be used. Space is provided for inserting other necessary or desirable items. Check off the topics discussed with the employee. Before the employee reports for duty, the personnel office should fill in on both parts of the form the employee's name, title, etc., and send the Phase II portion to the supervisor as an advance notification. Stations having a standard checklist for Phase I may use it in place of this sheet:

NAME, T	ITLE, AND GRADE OF EMPLOYEE	EOD DATE	
ODOANI	ZATION (G		
ORGANI	ZATION (Service, division, etc.)		
СНЕСК	PHASE I - IN THE PERSONNEL OFFICE		
	1. PREPARE PROPER ACCOMMODATIONS FOR THE	8. EXPLAIN AVAILABLE BENEFITS AND SERVICES.	
	INTERVIEW.	Medical, educational, training, recreational, housing, transportation,	
	A quiet place, private if possible.	etc.	
	Neat and orderly surroundings.	Federal Employees' Group Life Insurance, Health Benefits Plans,	
	2. WELCOME EMPLOYEE AND PUT HIM OR HER AT EASE.	etc.	
	Use a friendly approach. Offer a comfortable chair.	9. HAND OUT "EMPLOYMENT FOLDER." Explain its purpose.	
	Show a genuine interest.	Show and briefly introduce enclosed material.	
	3. INDICATE THE PURPOSE OF THE INTERVIEW.	<u> </u>	
	3. INDICATE THE FURIOSE OF THE EVIEW.	Suggest reading the material before attending group orientation session.	
	To explain orientation program, of which this is a part.	10. SCHEDULE EMPLOYEE FOR STATION	
	To discuss immediate needs and problems.	10. SCHEDULE EMPLOYEE FOR STATION SAFETY TRAINING.	
	4. GIVE INFORMATION ABOUT GROUP ORIENTATION MEETING.	11. OTHER (Add items as appropriate).	
	Time and place.		
	A handout of subjects to be covered, if available.		
	Relationship to first two phases of the orientation process.		
	5. DESCRIBE THE WORK ASSIGNMENT.		
	Name and location of the organizational unit.		
	Position title and grade.		
	Brief rundown of duties typical of the position.		
	Name and title of immediate supervisor.	12. ENCOURAGE EMPLOYEE TO ASK QUESTIONS.	
	6. EXPLAIN MISSION OF VA AND OF STATION.	Answer them as fully as you can.	
	Importance of services rendered.	13. INTRODUCE EMPLOYEE TO STATION OFFICIALS.	
	Opportunity to contribute to accomplishment of these missions.	Station director and assistant director, if feasible.	
	7. GENERAL INFORMATION ABOUT CONDITIONS OF	Other appropriate top officials in the organization.	
	EMPLOYMENT.	14. ESCORT EMPLOYEE TO SUPERVISOR.	
	Nature of appointment.	Introduce employee.	
	Salary, including "pay lag," pay plan, withholding, retirement, other deductions, etc.	Ask supervisor to follow through on orientation, using Phase II checklist.	
	SIGNATURE AND TITLE OF PERSON(S) CONDUCTING O	RIENTATION DATE	

Department of Veterans Affairs

NAME, TITLE, AND GRADE OF EMPLOYEE

GUIDE FOR ORIENTATION OF NEW EMPLOYEES

INSTRUCTIONS

This checklist is for use by the supervisor(s) in orienting a new employee reporting for duty at the work unit. The list is intended not to be all-inclusive, but to serve as a convenient reminder of the important matters that should be covered. Those items not applicable or appropriate to your type of situation need not be used. Space is provided for inserting other necessary or desirable items. Some topics may best be discussed with the employee by the division or service

chief; others may be more suitable for discussion by the immediate supervisor. Check off the items covered in the interview(s). The form should be signed and returned to the personnel office within 15 days after the employee's entrance on duty. (Note: Both sheets may then be destroyed. If preferred, they may be held for a locally determined time for such purposes as review by the Training Development Committee and then destroyed.)

EOD DATE

HAVE UTO ORIENT THE NEW EMPLOYEE. Review experience, education, training. Have current job description or list of duties and responsibilities available for discussion. Have work place, equipment, and supplies ready. Prepare a quiet, private place for the interview, if possible. 2. WELCOME EMPLOYEE AND PUT HIM/HER AT EASE. Use a friendly approach. Offer a comfortable chair. Indicate your work relationship to the employee. Inquire about housing, transportation, and parking situation. Discuss background and interests. 3. EXPLAIN THE WORK OF THE UNIT. Its organization and functions. Indicate employee's position in the unit. Explain in equiton of employee's work to that of others. Explain in whom employee reports and who, if any, reports to employee. 4. SIOW EMPLOYEE THE LAYOUT AND AVAILABLE EACILITIES. Explain layout of office or work area. Show elevators, rest room, water fountain, and similar facilities. Discuss station and other eating facilities. 5. INTRODUCE EMPLOYEE TO OTHER UNIT SUPERVISORS AND CO-WORKERS. Indicate to each the new employee's position. Mention briefly the duties of each person introduced. Identify time clerk and personnel clerk. Arrange for a co-worker to hunch with employee the first day (or, better still, go yourself). Coexisting when and to whom requests should be made. Have current job description of the leading and receptable to a construction of the provides and recognized actions to an another fully. Make corrections tactfully, as necessary. Give encouragement.		THE WORK SITE
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